

ADMINISTRATIVE MESSAGE

ROUTINE

R 121301Z JUN 01 ZYB PSN 101992J22

FM FLTINFOWARCEN NORFOLK VA//N3//

TO ALCND

INFO CNO WASHINGTON DC//N3/N5/N6/N64//
CNO WASHINGTON DC//N3/N5/N6/N64//
SECNAV WASHINGTON DC//JJJ//
USCINSPACE PETERSON AFB CO//J5/J6/J34/J39//
CINCLANTFLT NORFOLK VA//N1/N3/N6/N39//
CINCPACFLT PEARL HARBOR//N3DC/N6/N69//
COMUSNAVCENT//JJJ//
COMUSNAVCENT//JJJ//
CNET PENSACOLA FL//JJJ//
CNET PENSACOLA FL//JJJ//
JTF-CND WASHINGTON DC//J3/J6//
COMNAVSECGRU FT GEORGE G MEADE MD//N3/N5//
COMNAVRESSECGRUCOM FT WORTH TX//JJJ//
DIRNAVCRIMINSERV WASHINGTON DC//20//
CHINFO WASHINGTON DC//JJJ//
CHINFO WASHINGTON DC//JJJ//
CTF-NMCI WASHINGTON DC//00/01/N2/N3//
NCTF-CND WASHINGTON DC//N3/N5//
USMC NOC QUANTICO VA//JJJ//
USMC NOC QUANTICO VA//JJJ//
AFIWC KELLY AFB TX//EAA//
ACERT FT BELVOIR VA//JJJ//
DISA WASHINGTON DC//ASSIST//

THIS IS A 2 SECTIONED MSG COLLATED BY MDS

UNCLAS//N05510//

ALCND 042/01

MSGID/GENADMIN/FLTINFOWARCEN//

SUBJ/FLTINFOWARCEN (FIWC) WEB RISK ASSESSMENT CRITERIA//

REF/A/RMG/CNO/261622ZMAR99//

REF/B/DOC/SECNAV/SECNAVINST 5720.47/01JUL99//

REF/C/DOC/DEPSECDEF/DEPSECDEF MEMORANDUM/25NOV98//

REF/D/DOC/DEPSECDEF/DEPSECDEF MEMORANDUM/26APR01//

NARR/REF A IS NAVY WORLD WIDE WEB PAGE MONITORING
INSTRUCTION. REF B IS DEPARTMENT OF THE NAVY POLICY FOR
CONTENT OF PUBLICLY ACCESSIBLE WORLD WIDE WEBSITES
REF C IS DEPARTMENT OF DEFENSE WEB SITE ADMINISTRATION
POLICIES AND PROCEDURES. REF D PROVIDED ADDITIONS TO REF C.//
PPOC/PAUL/LT/FLTINFOWARCEN/-/TEL: (757)417-4179 EXT3/
EMAIL/RPAUL@FIWC.NAVY.MIL/
SPOC/NALLEY/CTM1/FLTINFOWARCEN/-/TEL: (757)417-4179 EXT3/

RMKS/1. THIS IS A NAVCIRT/NCTF COORDINATED MESSAGE.

2. IAW REF A, FIWC IS RESPONSIBLE FOR CONDUCTING RANDOM WEB SITE VERIFICATION CHECKS AND PROVIDING NON COMPLIANT COMMANDS WITH SPECIFIC DATA CONCERNING NON COMPLIANCE. PREVIOUSLY, THE AREA OF OPERATIONAL SECURITY (OPSEC) WAS FOCUSED ON ACTIVITIES THAT MIGHT ONLY BE SEEN BY A HUMAN OBSERVER, A SATELLITE, NEWS, ETC. THE NEWEST AREA OF CONCERN AND VULNERABILITY IS THE INTERNET. IN AN EFFORT TO REDUCE THE AMOUNT OF SENSITIVE INFORMATION THAT IS POSTED ON PUBLICALLY ACCESSIBLE WEB PAGES, FIWC WAS TASKED TO ASSESS DON WEB SITES FOR COMPLIANCE WITH APPLICABLE DIRECTIVES.

3. IAW REFS A THROUGH D, FIWC USES THE FOLLOWING CRITERIA IN CONDUCTING WEB RISK ASSESSMENTS:

A. WEB SITES THAT ARE FOUND TO CONTAIN ANY OF THE FOLLOWING WILL RESULT IN AN ASSESSMENT OF NON COMPLIANT.

- (1) PLANS OR LESSONS REVEALING SENSITIVE MILITARY OPERATIONS, EXERCISES, OR VULNERABILITIES. EXAMPLE: POSTING PLANS ON HOW A SPECIFIC OPERATION OR EXERCISE WILL BE CONDUCTED.
- (2) REFERRING TO ANY INFO REVEALING SENSITIVE MOVEMENTS OF ANY MILITARY ASSETS OR LOCATIONS OF UNITS, INSTALLATIONS, OR PERSONNEL WHERE UNCERTAINTY REGARDING LOCATIONS IS AN ELEMENT OF THE SECURITY OF THE MILITARY PLAN OR PROGRAM. EXAMPLE: POSTING A SHIP'S UNDERWAY SCHEDULE.
- (3) LISTING PERSONAL (NON MILITARY) TELEPHONE NUMBERS. EXAMPLE: LISTING AN OMBUDSMAN'S HOME PHONE NUMBER.
- (4) UNITS THAT ARE SENSITIVE, ROUTINELY DEPLOYED, OR STATIONED IN FORIEGN TERRITORIES THAT DISPLAY ORGANIZATIONAL CHARTS/ROSTER BOARDS LISTING NAMES AND/OR BIOGRAPHICAL DATA OF INDIVIDUALS OTHER THAN THE CO, OIC, XO, CMC, PAO OR CIVILIAN EQUIVALENT. EXAMPLE: POSTING A DEPARTMENTAL ORGANIZATION CHART WITH NAMES ASSIGNED TO A SPECIFIC AREA OR JOB.
- (5) LISTING PERSONALIZED E-MAIL ADDRESS (OTHER THAN .MIL ACCOUNTS). EXAMPLE: LISTING A SERVICEMAN'S PERSONAL HOTMAIL OR E-MAIL ACCOUNT AT HIS HOME.
- (6) COMMANDING OFFICERS READING ROOM OR LISTS OF ANY CLASSIFIED INFO. EXAMPLE: POSTING ANY INFORMATION THAT IS FOR OFFICIAL USE ONLY (PLAN OF THE WEEK, PLAN OF THE DAY, SHIP'S SCHEDULE ETC.).
- (7) LISTING ANY SSN'S OR DATE OF BIRTH. EXAMPLE: LISTING THE COMMANDING OFFICER'S DATE OF BIRTH IN HIS BIO.
- (8) LISTING NAMES, LOCATIONS, OR ANY OTHER IDENTIFYING INFO ABOUT ANY FAMILY MEMBERS. EXAMPLE: COMMAND CHAPLAIN POSTING A WELCOME ABOARD MESSAGE STATING "MY WIFE (NAME) AND I LOOK FORWARD TO YOUR ARRIVAL."
- (9) DISPLAYING OF PHOTOGRAPHS WITH NAMES (EXCEPT CO, OIC, XO, CMC, PAO OR CIVILIAN EQUIVALENT). EXAMPLE: PICTURES OF FROCKED SERVICEMEMBERS WITH THEIR NAMES LISTED IN CAPTION BELOW.
- (10) LISTING OF HOME ADDRESSES. EXAMPLE: POSTING A COMMAND RECALL BILL/SOCIAL ROSTER WITH FAMILY MEMBERS NAMES AND ADDRESS LISTED.

- (11) IF THERE ARE ANY LINKS OFF THE PAGE THAT ARE NOT COMPLIANT, THEN THE PARENT PAGE IS NOT COMPLIANT. EXAMPLE: HAVING A LINK TO A SITE THAT HAS AN EXTERNAL LINK THAT CONTAINS COMMERCIAL ADVERTISEMENTS OR SPONSORSHIPS WITHOUT THE APPROPRIATE DISCLAIMER.
- (12) A SITE CONTAINING ANY WRITTEN OR DISPLAYED INFO STATING THAT THE WEBSITE IS BEST VIEWED WITH ANY SPECIFIC BROWSER, A SITE THAT SELECTS OR RECOMMENDS A FEATURED SITE, POINTS TO ANY SEARCH ENGINES OR RECOMMEND ANY COMMERCIAL SOFTWARE. EXAMPLE: A STATEMENT THAT STATES "THIS SITE IS BEST VIEWED WITH INTERNET EXPLORER".
- (13) NO MATERIALS OR SERVICES SHALL BE SOLD VIA COMMAND WEBSITE. EXAMPLE: SELLING COMMAND BALLCAPS OR COFFEE MUGS.

B. WEB SITES MUST CONTAIN THE FOLLOWING. WEB SITES FOUND WITHOUT THE FOLLOWING WILL RESULT IN AN ASSESSMENT OF NON COMPLIANT.

- (1) PRIVACY AND SECURITY NOTICE.
- (2) SITE REGISTERED WITH THE GOVERNMENT INFORMATION LOCATOR SERVICE (GILS).
- (3) WEBMASTER CONTACT INFORMATION MUST BE EITHER VISIBLE ON THE SITE HOME PAGE OR IN THE SOURCE CODE OF THE HOME PAGE.
- (4) STATEMENT THAT THE SITE IS APPROVED BY EITHER THE PAO AND/OR CMD INFORMATION ASSURANCE OFFICER, VISIBLE ON THE HOME PAGE OR IN THE SOURCE CODE.
- (5) WEB SITES SHALL CONTAIN LINKS TO THE FOLLOWING SITES: www.NAVY.MIL, THE PARENT COMMAND OR ISIC, AND THE NAVY RECRUITING SITE, www.NAVYJOBS.COM.
- (6) NOTICE STATING THAT THE SITE IS AN OFFICIAL U.S. NAVY WEB SITE.

4. THIS LIST IS NOT ALL INCLUSIVE. ALL WEBMASTERS SHOULD FREQUENTLY REVIEW THEIR WEB SITES FOR COMPLIANCE WITH THE PUBLISHED POLICIES AND PROCEDURES AS SET FORTH IN REFS A THROUGH D.

A. REFS CAN BE FOUND USING THE FOLLOWING URL'S:

- (1) REF A: www.BUPERS.NAVY.MIL/NAVADMIN/NAV99/NAV99088.TXT
- (2) REF B: www.DEFENSELINK.MIL/ADMIN/ABOUT.HTML#WEBPOLICIES UNDER MILITARY SERVICE POLICIES "NAVY"
- (3) REF C: [www.DEFENSELINK.MIL/ADMIN/DOD_WEB_POLICY_12071998](http://www.DEFENSELINK.MIL/ADMIN/DOD_WEB_POLICY_12071998.HTML).HTML
- (4) REF D: [www.DEFENSELINK.MIL/ADMIN/DOD_WEB_POLICY_12071998](http://www.DEFENSELINK.MIL/ADMIN/DOD_WEB_POLICY_12071998_AMENDMENT.HTM) AMENDMENT.HTM

B. FIWC IS STANDING BY TO ASSIST COMMANDS WITH ENSURING ALL WEB SITES ARE IN COMPLIANCE.

5. TO REQUEST A WEB RISK ASSESSMENT ON YOUR SITE OR ASK QUESTIONS CONCERNING COMPLIANCE ISSUES, SEND AN EMAIL TO WEB-ASSESSMENT@FIWC.NAVY.MIL.

6. THIS ALCND IS CANCELLED FOR RECORD PURPOSES ON 12 DEC 01.//

BT

NNNN

RTD:000-000/COPIES:

Section 1: PSN 101992J22

Section 2: PSN 101994J24